



DEMOLITION / RENOVATION NOTIFICATION FORM INSTRUCTION GUIDE

The Department of State Health Services Demolition/Renovation Notification form combines the requirements of the National Emission Standards for Hazardous Air Pollutants, 40 CFR, Subpart M (NESHAP) and the Texas Asbestos Health Protection Rules (TAHPR). Both of these regulations require that written notification be submitted before beginning renovation projects which include the disturbance of any asbestos-containing building material in a public building or the disturbance of the NESHAP threshold amount of asbestos-containing material in a facility. A notification form is required before the demolition of a building or facility, even when no asbestos is present. This form must be used to fulfill either of these requirements. Please call either 512-834-6610 or 1-800-572-5548 (within Texas), or your local regional office for assistance in completing this form.

This form must be used whether you are notifying in accordance with NESHAP, TAHPR, or both. The notification form must be postmarked at least 10 working days (not calendar days) prior to the project start date (except for emergencies or ordered demolitions). Notifications that do not meet the 10-day requirement or are incomplete are considered to be "improper" and may result in enforcement proceedings. If an item on the form is not applicable to the project in question, you must write "N.A." in that space, which shows that you have considered the item, but it does not apply to your operation.

INSTRUCTIONS

- 1) The contractor's name, address, and office phone number must be provided. The Department of State Health Services (DSHS) Contractor License Number is required if the project falls under TAHPR. The contractor's address must match that which was submitted on the DSHS license application, if the company has more than one office. The site supervisor must be stated and the DSHS Supervisor License Number is only required for public building projects as defined in TAHPR. Two site supervisors may be listed, if there are two work shifts, etc. For a demolition in which the building does not contain asbestos, or in which the non-friable asbestos will not be removed prior to demolition, write "N.A." in the spaces provided for the abatement contractor information.

The trained on-site NESHAP individual and the certification date must be stated for NESHAP projects. The site supervisor and the trained on-site NESHAP individual may be the same person, if qualified. List the individual's name in both spaces. Since the DSHS License satisfies the requirements for NESHAP training, provide the supervisor's name and DSHS License Number and write "N.A." in the spaces for the NESHAP individual and certification date.

The demolition contractor's name, address, and office phone number must be provided for all demolition projects.

An amendment must be submitted if the abatement contractor, the abatement supervisor, or the demolition contractor is changed.

- 2) A DSHS licensed asbestos project consultant is required to design all asbestos response actions in public buildings. A DSHS licensed asbestos project consultant is also required to design all asbestos abatement projects which involve non-friable asbestos-containing building materials in quantities greater than 160 square feet, 260 linear feet, or 35 cubic feet, in accordance with TAHPR. Provide all other information. The consultant's address must match that which was submitted on the DSHS license application, if the company has more than one office. If the project is not in a public building, the general contractor, or any other person who controls the project site, may be listed as the "operator."
- 3) Provide information on the legal owner of the facility. The invoice for the notification fee will be sent to the owner of the building and the billing address for the invoice will be obtained from the information that is provided in this section. The company's name should be written on the first line. A specific person's name should be written following "Attention..." on the second line. This person will be receiving the notification fee information.
- 4) Provide the name of the building or an identifying description. Example: vacant warehouse. A physical address must

be provided (**not a post office box**) and a sufficient description must be provided to locate the site in the event that the address alone is inadequate. The **ZIP CODE** for the building **MUST** be provided. Detailed information must be provided in all spaces, including the age and size of the building or facility. The name of a contact person at the facility **MUST** be provided for inspection purposes, even if the building or facility is vacant. If the building does not have a phone, list the contact person's phone number. Check whether or not the facility is a kindergarten through 12th grade school.

- 5) One type of work must be checked. An asbestos-related activity (asbestos abatement project) is marked as a renovation. A project that includes the removal of load-bearing structural members is marked as a demolition. If the project involves both a renovation and demolition portion check the one which will be occurring last as far as project dates are concerned. An annual consolidated notification can be submitted for a calendar year of January 1 through December 31. The annual consolidated notification will predict all asbestos O&M operations and all small, separate abatement projects that are less than 160 square feet, 260 linear feet or 35 cubic feet. The predicted, additive amount of asbestos to be removed or stripped during the one-year period must be listed in the chart in Section 12.

A phased project classification can be added to the type of work; **it cannot be marked alone**. (The project may be a phased renovation or a phased demolition - the phased box **AND** either the renovation box or demolition box must be checked). A description of the phased project schedule must be sent to the appropriate DSHS or Local Program inspector. The DSHS policy regarding phased projects must be strictly followed, if that box is checked. (A copy of the phased project policy letter can be obtained by calling any DSHS inspector). The scheduled work time must be checked. A description of the work schedule must be provided, if the schedule varies from that listed as the project dates (Section 16 and/or Section 17). Example: If a project is scheduled to last one month, but the contractor will not be working on the weekends, a statement should be included that say "Working Monday - Friday." The statement must be accurate; an inspection will be based upon the provided information.

- 6) The type of building/facility must be checked. **Only one box may be checked**. An example of a NESHAP-Only Facility would be a house that was being demolished as part of a Texas Department of Transportation right-of-way project, or a ship. Check whether the building/facility is occupied. If the building/facility is vacant during the time of the renovation, but will later be re-occupied (not demolished), then indicate that the building/facility is occupied.
- 7) The notification type must be checked. An original must be postmarked 10 working days (Mon. - Fri.) prior to the start date. An amendment is required for any stop date, which changes by more than one working day for each week for which the project has been scheduled. An amendment must be submitted for any changes from the original notification and must be provided to DSHS no less than 24 hours prior to the change, including stop date changes. Please note these changes by circling or highlighting them on the form. Attach a **copy** of the original notification or previous amendment to the back of the amendment (Example: If you are sending in Amendment 2 attach a copy of Amendment 1 behind it. When marking which Amendment you are sending in, **do not** count the Original notification as Amendment 1. The start date can be any day **after** the 10th working day and must be specified in Section 16. A cancellation must be postmarked 24 hours or more prior to the scheduled start date. If asbestos abatement or demolition will begin earlier than scheduled, an amendment must be postmarked at least 10 working days prior to the new start date. If the start date is to be delayed, the amendment must be postmarked 24 hours prior to the scheduled original start date. **The appropriate DSHS Regional or Local Program inspector must be notified by phone of all start or stop date changes.**

The appropriate DSHS Regional or Local Program inspector should be contacted in the event of an emergency. All information regarding an emergency must be provided. Emergency notifications must be postmarked no later than the following working day after the emergency incident.

If the demolition is ordered, then all information in Section 15 must be provided. The appropriate DSHS Regional or Local Program inspector should be notified, by telephone or in person, prior to beginning the ordered demolition. Notifications for ordered demolition must be postmarked as soon as practicable, but no later than the following working day after the demolition. A copy of the demolition order must be submitted with the notification.

- 8) Provide adequate information to demonstrate that appropriate actions have been considered and can be implemented to control asbestos emissions adequately, including conformance with applicable work practice standards. This section

must be completed, **even if no asbestos was discovered in the survey**. Example: stop work; contact owner/consultant and DSHS; demarcate area; secure critical barriers.

- 9) An asbestos survey/inspection must be performed prior to any renovation or demolition. A DSHS licensed inspector must perform the inspection if the project is in a public building. Provide the DSHS Inspector License Number, if required. If the survey/inspection was performed in a public building prior to January 1993, or if the project is not in a public building, "N.A." should be placed in the space for the DSHS License Number. The date that the survey was performed must be provided. The analytical method used to detect the presence of asbestos must be checked. TAHPR requires that a DSHS licensed laboratory perform the analysis of samples from public buildings. Provide the DSHS Laboratory Number if the samples are collected from a public building. If there was no suspect material discovered, such as a garage, built of concrete and steel only, indicate no suspect material found by the license number. The **assumption** of asbestos-containing building material (for renovations) in a public building must be made by a DSHS licensed inspector. The "yes" box would be checked, the date that the survey (assessment) was performed would be provided, the DSHS Inspector License Number would be provided, and the "assumed" analytical method box would be checked on the notification form, for an assumption of any asbestos-containing materials that would be abated during a renovation project. When an assumption of asbestos-containing material is done in a non-public building, all of the above must be completed except for the DSHS Inspector and Laboratory License Numbers (not required).
- 10) Include in this section the demolition and renovation techniques to be used and a description of the areas and types of facility components, which will be affected by this work. The specific type of asbestos-containing building material that will be abated must be listed. Example: Vinyl asbestos-containing floor tiles to be removed by wet methods recommended by the Resilient Floor Covering Institute.
- 11) Describe the work practices and engineering controls selected to ensure compliance with the requirements of the regulations, including both the asbestos removal and waste-handling emission control techniques. Example: describe a glove-bag procedure, including the use of a HEPA vacuum. Work practices that vary from the provisions of TAHPR, §295.60 must be clearly described in this section.
- 12) If asbestos is present, the chart must be completed. If no asbestos is present (as revealed by the survey), check the box provided. Category I non-friable ACM includes floor tile, when removed intact, floor tile mastic, gaskets, and roofing material. Category II non-friable ACM includes transite siding. Use the appropriate row to designate whether the "Category I or Category II non-friable ACM to be removed" is located on the interior or exterior of the building. If Category I or II materials are to be sanded, ground, abraded, crumbled, pulverized, reduced to powder, or have the potential to become friable because of the abatement procedures, then list them with RACM. "Category I and II NOT removed" would be listed for demolitions or for enclosure or encapsulation. (Transite does not remain Category II during demolition and must be removed prior to demolition). "RACM NOT removed" would be listed for enclosure or encapsulation or in the event of a demolition under very specific conditions (such as the demolition of a structurally unsound building). RACM Off-Facility Component (material that is not attached to the facility) shall only be measured in cubic feet or cubic meters. All other material must be measured in linear feet or meters (pipes) or in square feet or meters (surface material). If an abatement will be performed in a portico, or a HVAC system that conditions the inside of a public building, list the amount as "Interior Category I non-friable removed, Interior Category II non-friable removed, or RACM to be removed", depending on the type of ACM that will be removed. The amounts listed should always reflect the **TOTAL** amount removed during the project.
- 13) Provide all information for the waste transporter. The TAHPR requires that a DSHS Licensed Transporter transport ACM from the public building removal site to the waste disposal site. Provide the license number if the project is a public building. If you are performing a demolition without ACM you still need to list who will be transporting the waste from the project site. If two waste transporters are utilized, one to transport to a holding site and one to transport from the holding site to the waste disposal site, list the first transporter on the notification. However, the waste manifest must contain information for both transporters.
- 14) Provide all information for the waste disposal site. State regulations require that all waste disposal sites be permitted by the Texas Commission on Environmental Quality (TCEQ), including disposal sites located at industrial facilities. Provide the permit number.

- 15) All information must be provided if a building was ordered to be demolished. To qualify for a waiver of the 10-day notification requirement, the building **MUST** be determined to be structurally unsound and in danger of imminent collapse by a qualified person, as defined in the NESHAP rules. Attach a copy of the demolition order to the notification.
- 16) If ACBM is to be removed before a building is to be demolished or renovated, enter the removal dates (start and completion) in this section. Asbestos abatement work includes any activity which will disturb ACBM. The asbestos abatement start date is the date that asbestos will be disturbed. The asbestos abatement activity stop date is the date upon which air monitoring clearance has been achieved. **In no event shall an abatement start or be completed on a date other than the dates entered in this section (see Section 295.61(f)).** Refer to Section 7 for information on notifying of any change in the start and completion dates.
- 17) Enter the scheduled dates for the start and completion of the building demolition. **In no event shall a demolition start or be completed on a date other than the dates entered in this section.** Refer to Section 7 for information on notifying of any changes in the start or completion dates. When the building will not be demolished, but an abatement will be performed, the dates of the total renovation (remodeling) project can be provided in this section. The notification will remain active, if the renovation dates are provided.
- 18) **The notification for the abatement in a public building shall only be signed by the legal owner, his designated legal representative, the DSHS licensed abatement contractor or the DSHS licensed consultant.** The TAHPR allows for this task to be delegated to the DSHS licensed contractor or the DSHS licensed consultant **IN WRITING**, however, the responsibility continues to be shared with the owner. For a NESHAP abatement or demolition, the notification form may be signed by the legal owner or the operator of the site. The name must also be printed and the date and telephone number must be provided. The signature must be an original, a copied signature will not be accepted. Please Sign in blue or red ink to avoid confusion.

MAIL TO:

ENVIRONMENTAL HEALTH NOTIFICATIONS GROUP
DEPARTMENT OF STATE HEALTH SERVICES
PO BOX 143538
AUSTIN, TEXAS 78714-3538

An invoice for the notification fee will be sent to the facility owner (c/o the person identified in Section 3) after the project has been completed. DO NOT submit the fee with the notification. Revised 10/01/2004